

## **SECTION 4.36 NON-COMPETITIVE HIRING PROGRAM FOR DISABLED VETERANS**

**New: 11/14**

A veteran with a service-connected disability, as determined by the Department of Veterans Affairs, who satisfactorily completes a federally-funded job-training program approved by the United States Department of Veterans Affairs in a state agency, may be appointed non-competitively into a vacant position in the job classification in which the veteran has been trained. To qualify for a non-competitive appointment under [11 IAC 57.9\(8A\)](#), veterans must successfully participate in the training program, consisting of a minimum of 160 hours up to a maximum of 780 hours in the job classification. A person who satisfactorily completes the program is eligible for a non-competitive appointment with that agency for a period of one year from the date of completion.

All participating disabled veterans must be enrolled in a federally-funded training and rehabilitation program as authorized under CFR Title 38 for veterans with service-connected disabilities.

State agencies are encouraged but not mandated to participate in this program.

A written agreement will be executed between the veteran, the state agency, and the participating veteran's representative.

The following will apply to veterans participating in the program:

- The veteran will be in unpaid status with the State of Iowa while participating in the job-training program.
- The veteran will not be in an employment status while completing a job-training placement with a state agency.
- The veteran must meet the minimum qualifications for the job classification by the time the work experience/training program has been completed.
- Upon hire into a permanent position with the agency, the veteran will serve a six-month probationary period.
- Participating veterans are encouraged to earn the NCRC (National Career Readiness Certificate) or be working toward the NCRC through participation in the program. This will be provided at no cost.
- The veteran's representative will develop a training work plan in coordination with the state agency, clearly outlining training tasks/objectives, timelines, evaluation criteria, non-employer relationship, and workers' compensation/liability coverage.

This program will function as a partnership between the Iowa Department of Administrative Services – Human Resource Enterprise (DAS-HRE), the participating agency, the Iowa Vocational Rehabilitation Services (IVRS), the Iowa Department of Workforce Development, and the Department of Veteran's Affairs to source and place veterans through this program. The IVRS will function as the liaison between DAS-HRE, the participating agency, and the disabled veteran and his or her representative. The veterans' representatives may include someone from the federal Veteran's Administration (VA), or a veteran's representative of IWD or IVRS.

### **Roles and Responsibilities**

The Department of Administrative Services – Human Resource Enterprise (DAS-HRE) will:

- Promote the Veteran Job Training Program to state agencies.
- Provide assistance to the agencies to identify job classes that would be suitable for the program.

- Review qualifications of candidates to determine if they will qualify for the job class upon completion of the work experience/training period.
- Track agency participation, track successful completion of training, and process promotional appointments in the applicant tracking system.

The participating state agency will:

- Identify a specific work experience/training opportunity based on an anticipated vacancy.
- Assure that a current Position Description Questionnaire (PDQ) is established for the position and submit it to the DAS-HRE Personnel Officer for review and approval.
- Submit the Disabled Veteran Non-Compete Participation Request Form (CFN 552-0774) to the DAS-HRE Recruitment Coordinator, who will initiate contact with the IVRS Training and Development Coordinator and veteran's representative.
- Work with the veteran and his or her representative to develop a training plan and timeline with measurable outcomes.
- Select a veteran who, upon satisfactory completion of the training, can satisfy the minimum qualifications of the job classification.
- Provide an appropriate work setting and schedule to accommodate the veteran in the training process.
- Provide the DAS-HRE Recruitment Coordinator a log of the number of training hours accomplished weekly per veteran in training. This will document the veteran's hours to verify his or her eligibility for a non-competitive appointment.
- Schedule routine progress meetings with the veteran and the veteran's representative.
- Dependent upon funding and approval by the Department of Management (DOM), establish a vacant position within one year of the completion of the veteran's work experience/training. This will require the submission of a Hiring Justification (CFN 552-0744) to DOM when the vacancy is ready to be filled, after clearing all mandatory contract transfers or recalls.
- Maintain a hiring file packet and submit to DAS upon request for non-competitive hire.

Iowa Vocational Rehabilitation (IVRS) Training and Development Coordinator will:

- Serve as liaison for the veteran's representative, the disabled veteran, the state agency, and DAS-HRE.
- Receive Disabled Veteran Non-Compete Participation Request Form from (CFN 552-0774) the DAS-HRE Recruitment Coordinator and work with the veteran's representatives to identify candidates for the program.
- Monitor participating veteran's activities and provide a reporting summary from data collected by the state agency and service provider.

The Veteran's Representative (an Iowa Workforce Development, or Veteran's Administration representative, or other federally-approved representative assigned to working with the veteran) will work with IVRS, DAS-HRE, and the participating agency to:

- Source job candidates to fill participation requests with a veteran who has the foundation for satisfactorily completing the training and meeting the minimum qualifications of the job classification.
- Develop the training outline, timeline, and outcome measures in coordination with the state agency and the veteran.

- Maintain contact with the veteran to assure that VA financial support, work search waivers, or other federal VA requirements are met for the participating veteran.
- Secure confirmation of the veteran's service-connected disability and qualifications necessary for participation in the job training/work experience program and submit the records to the state agency upon agreement of the work plan. This will be documentation for the hiring file packet.

### **Monitoring Progress and Termination from Program**

It is important for the participating state agency and the veteran's representative to maintain routine contact during the work experience/training period to monitor progress. Progress and performance deficiencies must be discussed between the participating agency and the veteran's representative as early as possible to facilitate efforts to make the experience successful for the veteran. This program is voluntary and the agreement may be terminated by either the veteran or the participating agency at any time. In instances in which termination from the training program is required, the veteran's representative will be notified by the agency. The veteran's representative will be responsible for ending the placement and notifying DAS-HRE and the IVRS Training and Development Manager.

### **Successful Completion**

The veteran will have successfully completed the program when all training objectives have been met to the satisfaction of the state agency and at least 160 hours of training/work experience have been completed. Hours of training/work experience will be tracked using the DAS Time Tracking Form (CFN 552-0775). A certificate of completion will be issued by the veteran's representative. The veteran's representative will schedule a meeting with the veteran and the state agency to review the case and assure that all required parameters have been met and documented. This information will then be submitted to DAS-HRE, if a request is made for a non-competitive hire. At this point, the veteran will be eligible for a non-competitive appointment to the participating agency for a period of twelve months from the completion date. DAS-HRE will then coordinate with the agency to proceed with the hiring process.

### **Steps in the Non-Compete Hiring Process**

1. The participating state agency must complete a Disabled Veteran Non-Compete Participation Request Form (CFN 552-0774) and submit to the DAS-HRE Recruitment Coordinator.
2. The DAS-HRE Recruitment Coordinator will log the request and submit it to the IVRS Veteran's Training and Development Coordinator.
3. The IVRS Veteran's Training and Development Coordinator will contact the IWD and VA representatives to identify candidates for the training opportunity with the state agency.
4. The IVRS Veteran's Training and Development Coordinator will disseminate the Disabled Veteran Non-Compete Participation Request Form (CFN-552-0774) to the veterans' representatives to seek candidates who meet the request criteria of the participating agency.
5. The veteran's representative will meet with the participating state agency to present candidates.
6. The agency hiring authority will select a candidate who best fits the identified essential knowledge, skills, and abilities required to be successful within the time limits of the training period (160 to 780 hours).
7. Once a veteran selection is made, the veteran's representative will work directly with the participating state agency to outline the specific training requirements, milestones, and outcomes that indicate successful achievement of the training/work experience.
8. Once a veteran has been selected for training, the host state agency must schedule an orientation meeting with the veteran and the representative to review the agreed upon specifics of the training requirements. The veteran must be given all performance objectives and timelines for achievement during the orientation. Policies that govern the training environment must also be given to the veteran at the orientation meeting.

9. At completion or termination of the job-training program with the veteran, the agency authority must complete all evaluations required by the veteran's representative.

The state agency will be responsible for maintaining the master file of required documents and informing the DAS-HRE Recruitment Coordinator when the agency is ready to proceed with the hiring process. For veterans who are hired by the agency, these documents will be considered part of the hiring file and handled in accordance with the agency's records retention policy. Required documents include:

- Disabled Veteran Non-Compete Participation Request Form (CFN 552-0774)
- Position Description Questionnaire (PDQ, CFN 552-0094)
- Training/work plan Agreement
- Disabled Veteran Non-Compete Time Tracking Form (CFN 552-0775)
- DAS/DOM Hiring Justification Form (CFN 552-0744)

### **Making a Non-Competitive Appointment**

All non-competitive appointments of disabled veterans are promotional appointments that must be made in accordance with [11 IAC 54.2\(4\)](#), and [11 IAC 57.9\(8A\)](#).

To make a non-competitive appointment of a veteran who has successfully completed the job-training program the hiring authority must:

1. Submit a Hiring Justification Form (CFN 552-0744) and the Position Description Questionnaire (PDQ, CFN 552-0094) to the assigned DAS-HRE Personnel Officer. DOM must approve all hiring justifications before proceeding with the rest of this process.
2. Ensure all required steps in the hiring process are completed, including contract transfer and recall. The agency Personnel Assistant (PA) will perform this step. The PA will need to contact his or her assigned Employment Specialist to verify that no candidates have recall rights to the position.
3. Once there is a clean vacancy, the PA must initiate a requisition in BrassRing for a promotional vacancy.
4. The hiring authority will instruct the selected veteran to complete a BrassRing profile and online application for the vacancy.
5. The DAS-HRE Recruitment Coordinator will verify that the veteran meets the minimum qualifications of the job class, and will verify this with the hiring authority.
6. The PA will open a hiring disposition form and notify the DAS-HRE Employment Specialist that the hire has been completed.
7. The agency will proceed with the onboarding process.